



CITY OF REDMOND
ADDENDUM TO SUBMITTAL
REQUIREMENTS

January 8, 2003

***** Important *****

Please be aware that as of February 1st, 2003, all Land Use applications will be taken during appointments only. Appointments can be made in person or by calling the on-call planner at 425-556-2494. Available time slots are as follows:

Monday: 8:30-10, 10-11:30, 1-2:30 and 2:30 to 4

Tuesday: 8:30-10 and 10 to 11:30

Please note that there are several changes being made to the City of Redmond Submittal Requirement checklists. The following items are not included in the forms, however these items are required for completeness effective immediately:

1. Three (3) sets of self-adhesive mailing labels containing the names and addresses of all property owners within **500** feet of the subject site, keyed to a copy of the assessor map identifying all properties receiving notification. **If necessary, the radius of 500 feet shall be expanded to include at least 20 different property owners.**
2. Nine (9) copies of a City of Redmond SEPA Checklist and one (1) copy of a SEPA Application Form are required with a complete response provided to all questions. **You must provide a completed SEPA application form** even if the project is exempt from SEPA.
3. One copy of an 8-1/2" x 11" vicinity map suitable for public notice purposes.
4. One copy of an 8-1/2" x 11" site layout plan suitable for public notice purposes.
5. Permit tracking data entry form.
6. Pre-Application Information including:
 - Dates of most recent Pre-Application meetings for both Design Review Board and Technical Committee (fee credits cannot be determined without this information)
 - *Pre-Application meeting file numbers (only if pre-application meeting was held on or after October 28, 2002)*
7. *All plans must be folded and grouped in sets (each set to include one of each type of plan). Architectural fold is preferred.*

If you have any questions concerning these items or any other submittal requirements, please contact the Planner of the Day at the Permit Center in City Hall, or you may call a Planner at 425-556-2494.



CITY OF REDMOND
APPLICATION REQUIREMENTS FOR:
ADMINISTRATIVE MODIFICATION

Project _____

Date _____

Applications delivered by courier or by mail **will not be accepted**.

Please note that the submittal requirements below may change periodically. To assure that you have the most current requirements, please contact the City of Redmond Permit Center at 425-556-2473. These submittal requirements are dated **January 1, 2003**.

I. APPLICABILITY/BACKGROUND

Approval of an Administrative Modification is required to modify any final approval on a project granted pursuant to the Redmond Community Development Guide, excluding all approvals granted by passage of an ordinance or resolution of the City Council and requests to revise a plat governed by RCDG 20F.40.150, Subdivision.

A proposed modification or addition will be decided as an Administrative Modification, if the modification meets the following criteria:

- (a) No new land use is proposed;
- (b) No increase in density, number of dwelling units or lots is proposed;
- (c) No changes in location or number of access points is proposed;
- (d) No reduction in the amount of landscaping is proposed;
- (e) No reduction in the amount of parking is proposed;
- (f) No increase in the total square footage of structures to be developed is proposed; and
- (g) No increase in height of structures is proposed to the extent that additional usable floor space will be added.

A modification that does not meet the criteria above, but does not add more than the lesser of 10 percent or 6,000 gross square footage, may be reviewed as an Administrative Modification, as approved by the Administrator.

The Technical Committee, composed of the Departments of Planning and Public Works, reviews all site plans for compliance with the State Environmental Policy Act and the Redmond Community Development Guide.

The Technical Committee may refer any application requiring a building permit to the Design Review Board for review based upon a determination of non-compliance with review criteria set forth in Section 20F.20.60 of the Redmond Community Development Guide.

II. GENERAL

The applicant shall check each item below to confirm these items are included in the application submittal package:

- ☐ A. Completed General Application Form.
- ☐ B. Application Fees.

- ☐ C. Vicinity map with labeled streets and north arrow.
- ☐ D. Three (3) sets of self adhesive mailing labels containing the names and addresses of all property owners within 500 feet of the subject site, keyed to a copy of the assessor map identifying all properties receiving notification. If necessary, the radius of 500 feet shall be expanded to include at least 20 different property owners.
- ☐ E. Three (3) copies of Sensitive Areas Report (see 20D.140 or SAO User's Guide to determine if applicable).
- ☐ F. (SEPA Checklist) State Environmental Policy Act .

Nine (9) copies of a City of Redmond SEPA Checklist are required with a complete response provided to all questions.

- ☐ G. Submittal of photographs of the site keyed to a site plan. (Maximum of 1 roll of 3½" x 5" print).
 1. Existing structures
 2. Pertinent site conditions
 3. Adjacent properties and structures
 4. Direction of access to the site

(**Note:** Other information relating to design and siting of proposed development, including site sections, and/or soils report may be required during the review process.)

III. PLANS AND FORMAT

For multi-sheet applications, the engineering site plan, architectural site plan and landscape plan shall all use the same base maps unless prior arrangements have been made.

- ☐ A. Ten (10) sets of site plans (which includes all information on cover sheet A, attached), sheet size 22"x34" or smaller, drawn to engineering scale of 1" = 20', or 1" = 10'. Completed Cover Sheet A must be attached.
- ☐ B. Ten (10) sets of building elevations, floor plans and roof plans (which includes all information on cover sheet B, attached), sheet size 22"x34" (or larger, if necessary), drawn to architectural scale of 1/8" or 1/4" = 1'. Completed Cover Sheet B must be attached.

IV. DESIGN REVIEW

If the project is referred to the Design Review Board by the Technical Committee, the following items must be submitted at least 14 days prior to the Design Review Board meeting.

- ☐ A. Twelve (12) copies of a Statement of Design Intent consistent with the standards set forth in RCDG Chapter 20D.40, Design Standards. The statement should include text and conceptual drawings and should be based upon a well-defined concept which responds to the community goals and policies identified within Chapter 20D.40, Design Standards.
- ☐ B. Twelve (12) copies of an 8 1/2 x 11 sheet outlining all site requirements including front, street, rear and side setbacks, maximum height, maximum lot coverage of structures and/or impervious surface area, maximum FAR/density, minimum and maximum parking spaces and minimum landscaping requirement. This sheet shall be stapled to the front of the reduced plans described in item C below.
- ☐ C. Twelve (12) sets of reduced site, civil, elevations(including mechanical equipment screening), landscape plans, roof plan, floor plans, lighting plans (including cut sheets and photometrics) and contextual site plans (including existing and proposed buildings and their uses, pedestrian connections, open space areas and parking areas within 100 feet of the subject property) no larger than 11" x 17".

- ☐ D. One full-sized set of site, civil, elevations (including mechanical equipment screening), landscape plans, roof plan, floor plans, and lighting plans (including cut sheets and photometrics) and contextual site plans (including existing and proposed buildings and their uses, pedestrian connections, open space areas and parking areas within 100 feet of the subject property). Plans shall not be mounted on boards and shall be provided at the meeting.
- ☐ E. One full-size set of landscape plans only (not mounted on form board).
- ☐ F. One full-sized set of **colored** site, elevations and landscape plans mounted on foam board. Elevations must show screening of roof top mechanical equipment.
- ☐ G. Photos of the subject and adjacent properties keyed to the contextual site plan required in items C and D above. Photos may be provided at the meeting.
- ☐ H. Final color and material boards to include all significant materials and colors for:
 - Exterior Finish
 - Windows/Frames
 - Doors/Frames
 - Trim, Flashings, etc.
 - Roofing (if visible)

Additional information may be required by the Technical Committee. The applicant will be notified if additional information is necessary.

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CITY OF REDMOND
MINOR SITE PLAN REVIEW APPLICATION REQUIREMENTS
COVER SHEET A - SITE PLAN

Attached are ten (10) sets of site plans, sheet size 22"x34" or smaller, drawn to engineering scale of 1" = 20' or larger.

Applicant shall check each item below to confirm the item is included on the site plan.

- ☐ 1. General Information:
- ☐ a. Legal description and parcel number(s) of the subject property
 - ☐ b. Proposed UBC Construction type and proposed UBC occupancy classification(s)
 - ☐ c. Site size: gross (square feet and acres)
 - ☐ d. Dwelling units proposed (residential)
 - ☐ e. Gross floor area, existing and proposed (non-residential)
 - ☐ f. Open Space/landscaping required and provided
 - ☐ g. Impervious surface allowed and proposed
 - ☐ h. Parking required, and provided
 - ☐ i. Building height allowed and proposed

- ☐ 2. Onsite Traffic Circulation including consideration for the following:
- ☐ a. Parking layout, including stall delineation, dimensions, and aisle widths
 - ☐ b. Truck/delivery areas with dimensions and turning radii
 - ☐ c. Backing zones (away from heavy use areas)
 - ☐ d. Fire Department access and turnaround
 - ☐ e. Stacking/queuing of vehicles
 - ☐ f. Drop off zones

- ☐ 3. Site Improvements:

Answer the following questions to determine what information is required on the plans.

- 1. Will the building footprint be expanded? Yes / No**
If yes, by how many square feet? _____
- 2. Will impervious surfaces be added? Yes / No**
If yes, what is it and how many square feet will be new? _____
- 3. Will there be new connections or modifications to existing utilities? Yes / No**
If yes, identify which utilities. _____
- 4. Will parking areas be modified, reduced, increased? Yes / No**
If yes, please describe changes. _____

If you answered No to all questions, only items "a" and "b" below must be shown on the site plan.

*If you answered Yes to any of the questions, all items below are required and shall be surveyed and shown on plans prepared by a Professional Civil Engineer in accordance with **City of Redmond Design Standards** using 1990 City of Redmond datum.*

Projects with existing non-conforming or substandard landscaping, utilities, or street improvements may need to be brought into conformance with current standards. Civil Plans

for those items may be required. Pre-Applications conferences with the Technical Committee are recommended to investigate these issues prior to submitting an application.

Did this project have a City Pre-Application meeting? Yes / No
When? _____

- ☐ a. Existing and proposed property lines and building foot print.
- ☐ b. Distances between existing and proposed structures and property lines on the subject property.
- ☐ c. Dimensions and ground elevations of existing and proposed structure(s).
- ☐ d. Proposed topography including heights of proposed retaining structures and rockeries.
- ☐ e. Profiles of existing or proposed road grades in excess of 10 percent.
- ☐ f. Existing and/or proposed easements.
- ☐ g. Existing and/or proposed public or common use areas.
- ☐ h. Fences and other development features.

- ☐ i. Location of proposed modifications/additions on building foot print.
- ☐ j. Existing streams, wetlands, ponds and other surface water features and associated buffers, and flood prone areas.
- ☐ k. The location and drip line of all trees four (4)-inches or greater in diameter at breast height (4½' above grade) within 15 feet of the proposed addition, together with a notation as to which, if any, will be removed.
- ☐ l. Existing and proposed utilities:
 - ☐ i. location and size of water facilities (Design Standards available at the Permit Center)
 - ☐ ii. location and size of sanitary sewer facilities (Design Standards available at the Permit Center)
 - ☐ iii. storm sewer
 - ☐ iv. power
 - ☐ v. gas
 - ☐ vi. telephone and cable
 - ☐ vii. fire hydrants, stand pipes, fire protection vaults, tanks or devices, and fire sprinkler supply mains
 - ☐ viii. power poles
 - ☐ ix. vaults
 - ☐ x. boxes
 - ☐ xi. underground duct runs
- ☐ m. Proposed landscaping showing location of proposed trees, shrubs and groundcover together with proposed location of replacement trees, if required.

NOTE: Failure to include all above items will result in the application being deemed incomplete and will not be reviewed until complete.

I certify that the above-checked items are included as part of the application.

Applicant or Representative

Date



CITY OF REDMOND
MINOR SITE PLAN REVIEW APPLICATION REQUIREMENTS
COVER SHEET B- BUILDING ELEVATIONS, FLOOR PLANS
AND ROOF PLANS

Attached are ten (10) sets of building elevations, sheet size 22"x34" or smaller drawn to architectural scale of 1/8" or 1/4" = 1'.

Applicant shall check each item below to confirm the item is included on the building elevations.

- ☐ Plans have been stamped and signed by a licensed architect. Projects with total construction values less than \$50,000 are exempt from this requirement.
- ☐ 1. Building elevations of proposed modifications showing proposed colors and materials with shadows to clarify building massing. Please review the Redmond Community Development Guide Section 20D.140, Design Criteria. Elevations shall include the following:
 - ☐ a. Doors and windows
 - ☐ b. Mechanical equipment and penetrations (including louvers, vents, exhaust fans, meters, etc.)
 - ☐ c. Scuppers and downspouts
 - ☐ d. Exterior lighting fixtures/surveillance devices
 - ☐ e. Notes and graphic representation of exterior materials and architectural details
 - ☐ f. Height of buildings measured in accordance with Section 20H. (RCDG).
- ☐ 2. Floor plans including:
 - ☐ a. On-grade floor plans
 - ☐ b. Upper floor plans (if applicable)
 - ☐ c. Below grade parking plan (if applicable)
- ☐ 3. Color and material boards to include all significant materials and colors for: *
 - ☐ a. Exterior finish
 - ☐ b. Windows/Frames
 - ☐ c. Doors/Frames
 - ☐ d. Trim, flashings, etc.
 - ☐ e. Roofing (if visible)
- ☐ 4. One set of colored elevations.*
- ☐ 5. Roof plans and rooftop mechanical equipment screening details including:
 - ☐ a. Color
 - ☐ b. Materials
 - ☐ c. Height
 - ☐ d. Sight angles within 500 feet
- ☐ 6. Exterior signage concept (for commercial buildings and multi-family housing).

*If the addition/modification matches the existing building colors and materials color photographs of the building will suffice.

NOTE: Failure to include all above items will result in review delays.

Applicant or Representative

Date

